

# **HELP Yourself To A Safer Workstation**

- ✓ **Maintain** proper posture of head, neck/spine, arms/wrists, hips/thighs and feet, and vary position
- ✓ **Use** minimum force to strike keys when keyboarding
- ✓ **Keep** a neutral position, where the forearms, wrists and hands are in a straight line
- ✓ **Avoid** awkward reaching for work tools such as a telephone or mouse
- ✓ **Avoid** resting elbows, forearms or wrists on hard surfaces or sharp edges
- ✓ **Take** frequent mini-breaks throughout the day to give muscles and joints a chance to rest and recover
- ✓ **Alternate** between work activities which use different muscle groups to avoid overuse
- ✓ **Give** eyes a break by closing them momentarily, gazing at a distant object and blinking frequently
- ✓ **Maintain** appropriate light levels for specific tasks. More illumination may be needed to read a document than a computer screen.
- ✓ **Reduce** or eliminate glare by using window shades, overhead lighting diffusers and computer anti-glare devices
- ✓ **Adjust** computer screen contrast and brightness to a comfortable level
- ✓ **Get** a regular eye exam and tell your eye specialist how often you use the computer
- ✓ **Clean** the computer screen and other surfaces regularly
- ✓ **Avoid** long periods of repetitive activity
- ✓ **Develop** personal stress reduction and relaxation techniques which work at the office and at home